AGENDA

• POLICY AND PROCEDURE CHANGES
  – LEAVE OF ABSENCE – NON FMLA-MMLA
  – PREGNANT WORKERS FAIRNESS ACT
  – OUTSIDE ELECTIVES
  – VISITING RESIDENTS
  – OBSERVERSHIPS

• EDUCATION ALLOWANCE TRANSFERS

• NEW PHYSICIAN WELLBEING SITE

• RESIDENT TOWN HALL MEETINGS

• REMINDERS
LEAVE OF ABSENCE – NON-FMLA-MMLA

For new trainees who are not FMLA-eligible
12 weeks plus up to 4 weeks extension may be approved on a case by case basis

– GME FORMS MUST BE FILED IN ADVANCE WHEN POSSIBLE.

– OGME MUST BE NOTIFIED WHEN LEAVE BEGINS AND ENDS.

– TIME MUST BE REPORTED CORRECTLY
  (Sick or Vacation accruals or Unpaid)

Without timely communication, residents will go unpaid and may be billed for health insurance premiums.

RESIDENTS ON VISAS MUST NOTIFY THE IMMIGRATION OFFICE
OUTSIDE ELECTIVE ROTATIONS

- ALLOW THREE MONTHS LEAD TIME
- AWAY ELECTIVE AUTHORIZATION FORM TO GME
- ELECTIVE DESCRIPTION MUST INCLUDE:
  - GOALS/OBJECTIVES
  - FACULTY SUPERVISION & EVALUATION
- PROGRAM LETTER OF AGREEMENT
- TERRA DOTTA REGISTRATION
- REVISED AGREEMENT FOR INTERNATIONAL ROTATIONS
VISITING RESIDENTS

• MUST HAVE MA LICENSE
  – For out-of-state residents, this requires 3 months lead time for licensure
  – For residents with a MA License, this requires 2 months lead time

• NEW PROGRAM LETTER OF AGREEMENT TEMPLATE FOR VISITING RESIDENTS

• NO VISITING ELECTIVES DURING JUNE AND JULY! IN-STATE RESIDENTS FOR VISITING ELECTIVES OK FOR MAY AND AUGUST.
OBSERVERSHIPS AND
US CLINICAL EXPERIENCE

– Clinical experience in Massachusetts without a medical license is prohibited by the Massachusetts BORM.

– UMMS and UMass Memorial do not permit Observerships except in rare occasions that must be approved by Dr. DeMarco.

– One exception: UMMS has an affiliation with Tufts Vet School that permits weeklong observerships.
EDUCATION ALLOWANCE TRANSFERS

– Fund transfers to Department accounts will occur at the start of the clinical system fiscal year in October. Residents are awarded $750 per year. Those who are making up a few months extension will not receive additional education funds. Departments are expected to provide this and other benefits to residents/fellows funded on Department accounts.

– Funds can be carried for a maximum of two years accrual ($1500).

– There is flexibility on the use of funds. Computer hardware (laptops) are considered a capital expenditure that would belong to UMMS; Per school policy, a netbook or i-pad is considered acceptable.
UMASSMED.EDU/WELLBEING

• Counseling Contact – (508) 856-4672
  – Kathleen.Anderson@massmemorial.org
  – Dr. Alan Brown – Alan.Brown@umassmemorial.org

• Employee Assistance Program (EAP)
  – (800) 322-5327

• Academic Achievement Center is another resource for residents and fellows with academic issues

• NOTE: umassmed.edu/wellness is a link to Human Resources wellness info geared to ALL EMPLOYEES
• **GME Residents and Fellows**

  The House Office Counseling Service provides an initial evaluation and when indicated can help provide or refer for counseling and/or pharmacotherapy. Every House Officer, that is, any Graduate Medical Education (GME) sponsored resident or fellow, is eligible to receive in-house assessment and counseling.

  We want to make it easy and comfortable to discuss your situation and we are available to see any resident or fellow. We will work with your schedule to quickly find a suitable time to meet and the first visit with us is free and “off the books” in terms of any documentation. During that visit, we will explore together what the best treatment options might be for you. If you choose to pursue counseling, we will get your insurance information and help to determine your benefits.

• **To access HOCS services:**

  • For new consultations: Please call the confidential voice mail at 508-856-4672 or email Tina (christine.runyan@umassmemorial.org) or Alan (alan.brown@umassmemorial.org) directly.

  • For continuing contacts: Please feel free to email Tina (christine.runyan@umassmemorial.org) or Alan (alan.brown@umassmemorial.org) directly or our administrative assistant Kathy Anderson (Kathleen.anderson@umassmemorial.org) (email, telephone 508-856-6780).

  • We can see you regardless of your insurance; however, if you do have insurance coverage we will bill subsequent visits to your insurance, which may mean you will have a copay for services. Documentation of counseling will be in EPIC but protected using the “sensitive notes” feature which means that no other clinician in the system will have access to these notes.

  • The Employment Assistance Program is another great option that is available, and the contact information is linked below.
RESIDENT TOWN HALLS
& HOT LINE

• 508 856-2923 (message can be left)
• ALL MEETINGS 12:30-1:30 Room S2-351
• Friday, September 14th
• Friday, November 9th
• Friday, January 11th
• Friday, March 8th
• Friday, May 12th
REMINDERS

• PROGRAM DIRECTOR RETREAT – SEPT 7th

• PRACTICE MANAGEMENT PROGRAM
  – WED SEPT 12 Part 1 - 7:30 to 9:00 am
  – WED SEPT 26 Part 2 - 7:30 to 9:00 am

  Sessions can be scheduled for individual departments.

• DEBT MANAGEMENT PROGRAMS
  – Sessions can be scheduled for individual departments.

• STUDENT LOAN DEFERMENT PAPERWORK
  & PSLF FORMS
• TRANSPORTATION FOR FATIGUED RESIDENTS

GME WILL REIMBURSE FOR UBER OR LYFT IF RESIDENT TOO TIRED TO SAFELY DRIVE HOME

– RECEIPT SUMBITTED TO COORDINATOR (FOR ROUND TRIP – HOME & TO RETRIEVE CAR)
– CONTACT GME TO APPROVE TRAVEL MANAGER ACCESS TO RESIDENT PAYROLL RECORD
– SUBMIT TO DEPT. TRAVEL MANAGER FOR SCHOOL REIMBURSEMENT PROCESS
– PRINTED FORM SIGNED BY PROGRAM DIRECTOR & SUBMITTED TO GME FOR SIGNATURE & SUBMISSION TO PAYROLL
• **MOONLIGHTING**
  Individuals seeking to moonlight must **complete the required forms and wait for approval** by risk management.
  **No moonlighting allowed for J-1 visa holders.**

• **CHIEF RESIDENT BONUS AWARDS**
  Amounts vary by program based on a number of factors including size of program and number of Chief Residents. Not all chiefs are eligible for a bonus. These are processed as two ad comp payments. The first was processed and received in August. The second payment will be processed in January or February.
INSMED INSURANCE

• Disability Insurance and Financial Planners:
  Coordinators may be contacted by our InsMed Insurance representative to meet with residents to explain LTD insurance program and options. Coordinators should notify OGME if they are contacted by other insurance salesmen or financial planners who want to meet with residents to “share important information.”
RECRUITMENT SEASON REMINDERS

• UPDATE PROGRAM WEB SITES & BROCHURE

• PROVIDE MANDATORY APPLICATION INFORMATION & APPOINTMENT AGREEMENT

• RECRUITMENT LUNCHEON REIMBURSEMENT (50% up to $5 pp)

• PARKING VOUCHERS
NRMP NATIONAL RESIDENT MATCHING PROGRAM

Resident Positions cannot be offered outside the Match Program MUST VERIFY Applicant Eligibility on NRMP site

OPENS AUGUST 29 for MEDICINE FELLOWSHIPS:
- Rank Order opens October 3, 2018
- Quota Deadline October 31, 2018
- Rank Deadline November 14, 2018
- Results November 6, 2018

OPENS SEPT 15 for RESIDENCY PROGRAMS.
- Rank Order opens January 15, 2019
- Quota Deadline January 31, 2019
- Rank Deadline February 20, 2019
- SOAP SUPPLEMENTAL OFFER & ACCEPTANCE PROGRAM Begins March 11, 2019
- Results March 15, 2019
ERAS ELECTRONIC RESIDENT APPLICATION SYSTEM

• Late August - September cycle (Residency) program users gain access to the PDWS PROGRAM DIRECTOR WORK STATION

• Users will need to log in and accept the "Terms and Conditions" for ERAS

• NEW USERS MUST REPLY TO INVITATION as soon as it is sent or it will expire

• Invitation comes from AAMC email, NOT GME

• ERAS PDWS User List Serve has useful info
2018 ORIENTATION

• JULY 1, 2018 is a MONDAY

Initial plan is to use same schedule template (dates will change by one day).
Fellow and PGY2+ Orientation would be MONDAY, JULY 1st
IS will develop a training schedule that is specialty based.